Part Transfer Page Definitions

There are four panels and five function buttons on the Part Transfer page, each of which is described below.
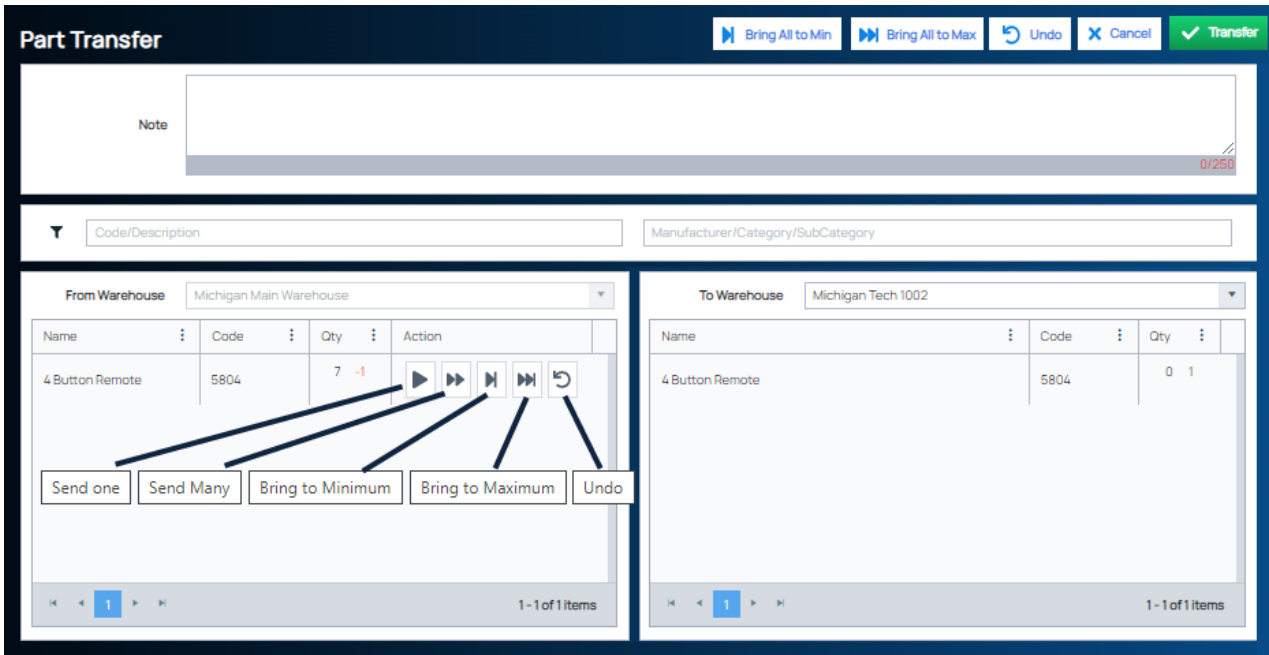
Function Buttons

- **Bring All to Min**: If the part being transferred exists in the destination warehouse, and a minimum quantity has been setup for the part, clicking this button sets the quantity to be transferred based upon the current on hand quantity in the destination warehouse.
- **Bring All to Max**: If the part being transferred exists in the destination warehouse, and a maximum quantity has been setup for the part, clicking this button sets the quantity to be transferred based upon the current on hand quantity in the destination warehouse.
- **Undo**: Clicking this button will undo whatever actions were performed for the part transfer.
- **Cancel**: If you do not wish to complete the transfer, clicking the Cancel button returns you to the warehouse inventory tab.
- **Transfer**: Once the transfer information has been entered, clicking this button makes the preliminary transfer.
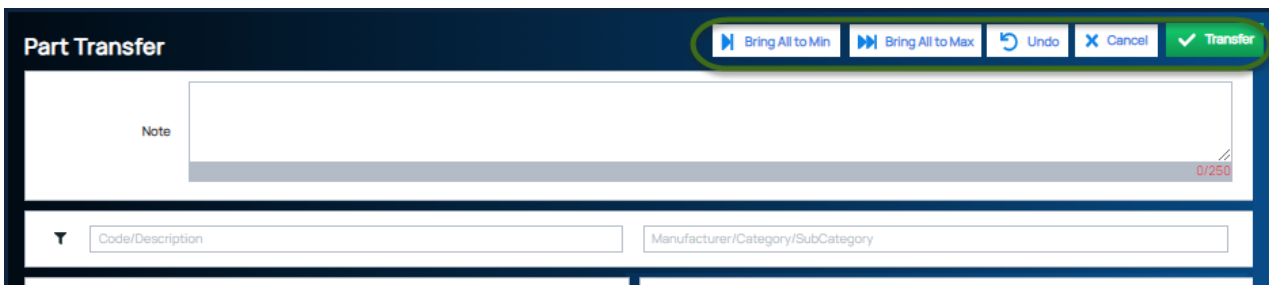

Note Panel

There is one field in the top panel, Note. You can enter any information as to the purpose of the transfer. Maximum of 250 characters is allowed.

Filter Panel

There are two filter fields in this panel. These fields are for future development.

From Warehouse Panel

This panel is where the user selects the quantity to transfer to the "To" (destination) warehouse. The part row displays the part description, the part code, the current on-hand quantity, and a series of five action buttons. The Action buttons are described below.
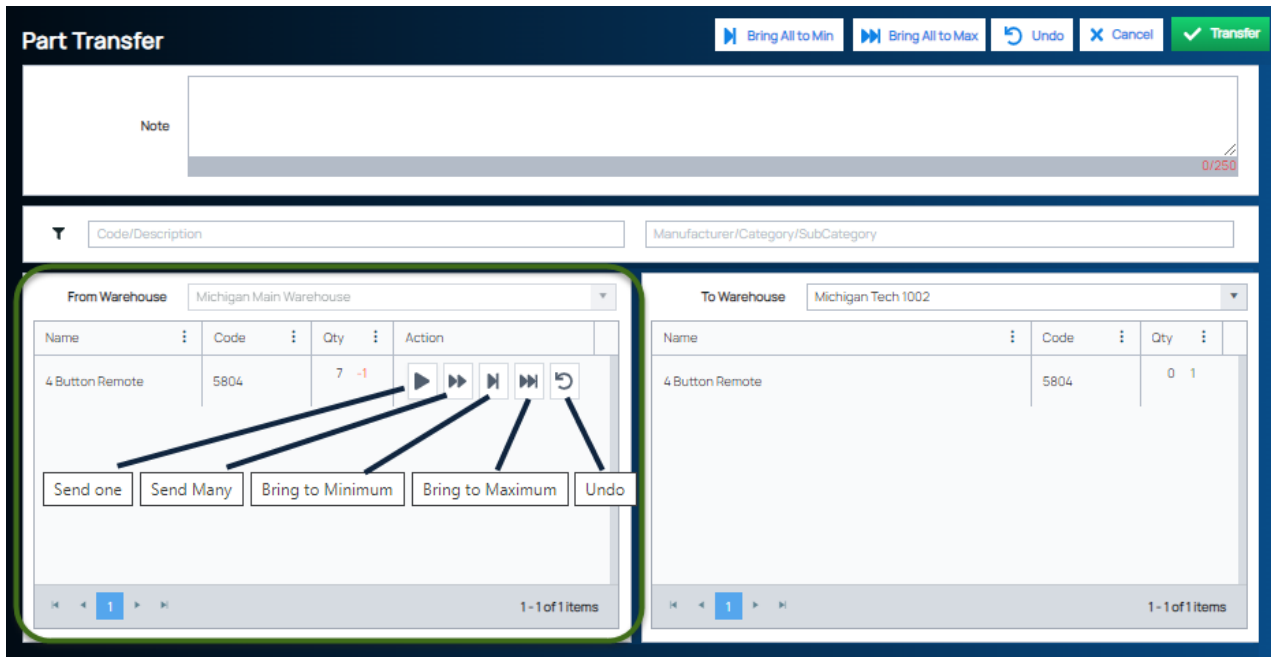
Action Buttons

- **Send One**: Clicking this button transfers a quantity of one to the "To" warehouse.
- **Send Many**: Clicking this button opens a dialog box to enter the transfer quantity.
- **Bring to Minimum**: If the part being transferred exists in the destination warehouse, and a minimum quantity has been setup for the part, clicking this button sets the quantity to be transferred based upon the current on hand quantity in the destination warehouse.
- **Bring to Maximum**: If the part being transferred exists in the destination warehouse, and a maximum quantity has been setup for the part, clicking this button sets the quantity to be transferred based upon the current on hand quantity in the destination warehouse.
- **Undo**: Clicking this button will undo whatever actions were performed for the part transfer.

To Warehouse Panel

At the top of this panel, select the destination warehouse of where the part is being transferred. As the action buttons are used on the From Warehouse panel, the quantity is updated in the To Warehouse panel.

Once the transfer information is finished, click the Transfer button at the top right of the Part Transfer page.

The Part Transfer Summary page opens. Review the information to make certain the To Warehouse and the transfer quantity is correct. Click the **Save** button to complete the transfer.